



**Special Event Application**

**This application must be filed no less than 60 days prior to proposed event in order to be reviewed– no  
faxes will be accepted. This Application is for City property or the Central Broward Regional Park, Public  
Streets and Roads or any other property determined by the Special Events Team. There are NO extensions  
to the payment / permit deadlines. A \$1000.00 non-refundable deposit that will be applied to the Police &  
Fire details is required when this permit is submitted. Also required at the time the permit is submitted is a  
\$1000.00 clean-up fee for the streets, sideways, etc. If you decide to cancel your event, your Police & Fire  
detail deposit will only be considered for refunding if it is cancelled more than 30 days from the date of  
your event. If you decide to reschedule the date of your event once you have met with the City of  
Lauderhill’s Special Events Team, there will be a \$500 administrative fee. THERE ARE NO  
EXCEPTIONS!**

Name of Organization: \_\_\_\_\_ Organization’s website: \_\_\_\_\_

List the Sponsors of the Event: \_\_\_\_\_

Type of Org: ☐Individual ☐Business ☐Charitable ☐Faith ☐Govt. Agency ☐Other \_\_\_\_\_

Organization Contact: \_\_\_\_\_ Contact #: \_\_\_\_\_

Org.’s Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Contacts  
Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Operating  
Date(s) & Time(s): \_\_\_\_\_

Set up / Break down Date(s) & Time(s): \_\_\_\_\_

Description of Event: (e.g., Outdoor concert by singer Joe Smith, children’s arts & crafts expo.) Please attach all  
programs as well.

\_\_\_\_\_  
\_\_\_\_\_

Are any dignitaries expected to be part of the program or plan to be a guest? If so, who  
is expected?

\_\_\_\_\_

**Location of Event**

- ☐ City Hall Park
- ☐ Westwind Park
- ☐ Sports Park
- ☐ Wolk Park
- ☐ Veterans Park
- ☐ Sadkin Center
- ☐ West Ken Lark Park
- ☐ St George Park
- ☐ Other
- ☐ Broward County Central Regional Park

If Other, please identify: \_\_\_\_\_

If the event is not held on your property, has a letter of authorization from the property  
owner been filed with this application? Yes ☐ No ☐

If the event is in a City or County Park, has a Facility Permit/letter been attached to this  
application? Yes ☐ No ☐

Has a site plan in scale been filed with this application? Yes ☐ No ☐

**Event Transportation Considerations**

Projected event attendance: \_\_\_\_\_ Fees for Entrance: \_\_\_\_\_

Projected daily attendance: \_\_\_\_\_

Projected peak-hour attendance: \_\_\_\_\_

Projected Peak Time: \_\_\_\_\_

Will off-site parking be provided?

Yes ☐ No ☐

If yes, and off-site parking will occur is there a site plan indicating where the parking is located, with ingress and egress for both vehicles and pedestrians?

☐Yes ☐No

Will any road closings be necessary?

☐Yes ☐No

If yes, has a site plan been filed showing the change in vehicular and pedestrian ingress and egress?

☐Yes ☐No

If yes, has a letter of authorization from the owner of the off-site parking location been filed with this application?

Yes ☐ No ☐

Will public transportation be provided?

Yes ☐ No ☐

If yes, has an attachment been provided showing the total number of vehicles to be used, the number of vehicles by the seating capacity, insurance for each vehicle with the City named as an additional insured, the hours of operation, the name of each driver, and the driver license's number for each driver?

Yes ☐ No ☐

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### Event Performance Considerations

Will there be a Stage or Riser:

Yes ☐ No ☐

If yes, has a site plan been filed showing the location of the stage/rider, and the dimensions (i.e., length, width) been filed with this application?

Yes ☐ No ☐

Will there be amplified Music or a Public Address System?

Yes ☐ No ☐

If Yes, explain if it will be a band, radio station etc:

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Will there be any use of any pyrotechnics?

Yes ☐ No ☐

If yes contact the Fire Marshal at 954-730-2950 for specific requirements.

Have you ordered Port-O-Lets?

Yes ☐ No ☐

If Yes, have you attached the contract with the waste company?

Yes ☐ No ☐

Womens: \_\_\_\_\_  
Handicapped Stalls- Womens: \_\_\_\_\_

Mens: \_\_\_\_\_  
Mens: \_\_\_\_\_

Have Rides been ordered:

Yes ☐ No ☐

If yes, has the contract from the ride provider been filed with the application with the description of the rides including dimensions and seating capacity?

Yes ☐ No ☐

Attached copy of States intention to inspect mechanical rides: ☐Yes ☐No ☐Not Applicable

Will there be any tents or canopies?

Yes ☐ No ☐

If yes, has a site plan been filed showing the location of each tent and canopy and their dimensions (i.e., length, width) been filed with this application?

Yes ☐ No ☐

Have accommodations been made to meet Title I & Title II of the Americans with Disabilities Act regarding non discrimination on the basis of disability?

Yes ☐ No ☐

If yes, has a site plan been filed showing the location of accommodations? (i.e. port-o-lets, ingress and egress, pathways, parking etc.)

Yes ☐ No ☐

Event Advertising Considerations

Will the event be advertised? Yes ☐ No ☐  
If yes, how? \_\_\_\_\_

Attached copy(s) of advertisement/flyers: Yes ☐ No ☐

Will signs or banners be advertising the event? Yes ☐ No ☐

If yes, where and what dimensions: \_\_\_\_\_  
\_\_\_\_\_

Is the event open to the public or just your members? \_\_\_\_\_  
\_\_\_\_\_

Event Operations

Will you be hiring a Security Company? Yes ☐ No ☐

If yes, is the contract with Security Company filed with this application? Yes ☐ No ☐

Name of Clean Up Company being hired for event clean up: \_\_\_\_\_

Attached contract with Clean Up Company: ☐Yes ☐No ☐Not Applicable

Name of the Electrical Company hired to over see electrical needs: \_\_\_\_\_

Attached contract with Electrical Company: ☐Yes ☐No ☐Not Applicable

Will Parks & Leisure, DEES, Fire, or Police personnel be needed? ☐Yes ☐No -

If Yes, please attach a detailed summary of what you think you will need.

Attached summary of Staff Request: ☐Yes ☐No ☐Not Applicable

Food and Beverage

Will there be food? ☐Yes ☐No - If Yes, please explain who will be providing it and the cost to customers if any. \_\_\_\_\_  
\_\_\_\_\_

Have you contacted the State for food and beverage special event inspection?  
☐Yes ☐No ☐Not applicable \_\_\_\_\_

Will there be alcohol? ☐Yes ☐No - If Yes, please explain how it will be distributed etc: \_\_\_\_\_  
\_\_\_\_\_

Has the City of Lauderhill been named as additional insured? ☐Yes ☐No

☐Not Applicable because \_\_\_\_\_

Has general liability coverage for One Million dollars been obtained? ☐Yes ☐No

☐Not applicable, because: \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Policy number: \_\_\_\_\_ Contact: \_\_\_\_\_

Attached are the Insurance Certificates: ☐Yes    ☐No    ☐Not applicable

Any other permits that have been applied for: \_\_\_\_\_

Attached are permits from: \_\_\_\_\_

Received a copy of 501 C3 papers or State/Federal ID#:    ☐Yes    ☐No    ☐Not Applicable

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Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)

**To the best of my knowledge the above information is true and accurate.**  
**DISCLAIMER: (I/we understand that I am NOT an Agent or Employee of the City of  
Lauderhill, I/we am an Independent Contractor). I/we agree to hold the City of Lauderdale  
harmless & defend the City against any Negligence CLAIMS.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR STAFF ONLY**

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff)

**To the best of my knowledge the above information is true and accurate.**  
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harmless & defend the City against any Negligence CLAIMS.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All Requirements Were met by: \_\_\_\_\_ Initials: \_\_\_\_\_  
(Date) (Staff)

**SET Recommendations and Approvals**

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**RISK MANAGEMENT** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**FINANCE** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations \_\_\_\_\_  
\_\_\_\_\_

**PALS** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**BUILDING** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**CODE** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**FIRE** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**POLICE** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**PLANNING & ZONING** \_\_\_\_\_ Date: \_\_\_\_\_

Recommendations: \_\_\_\_\_  
\_\_\_\_\_

**DEES** \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Recommendations \_\_\_\_\_  
\_\_\_\_\_

**CITY CLERK** \_\_\_\_\_ Date: \_\_\_\_\_

**Department Head Approvals**

Risk Management \_\_\_\_\_ Date: \_\_\_\_\_

Finance \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Leisure \_\_\_\_\_ Date: \_\_\_\_\_

Code/Building \_\_\_\_\_ Date: \_\_\_\_\_

Fire \_\_\_\_\_ Date: \_\_\_\_\_

Police \_\_\_\_\_ Date: \_\_\_\_\_

Planning & Zoning \_\_\_\_\_ Date: \_\_\_\_\_

DEES \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk \_\_\_\_\_ Date: \_\_\_\_\_

**City Manager** \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_